Action Plan Template

Issue *(Please describe the issue you're addressing. Think about less-to-more issues, principals for effective PD and strategies for professional learning.)*					
Goal *(Be sure to write "SMART" goals (specific, measurable, attainable, relevant and time-sensitive.)*					**Completion Date:**
Action Steps *(What will you do?)*	**Responsibility** *(Who will do it?*	**Timeline** *(By when?) MM/YYYY*	**Resources** *(list financial, human, organizational, other)* *A. Resources available* *B. Resources needed*	**Communication** *(Identify who needs to know about the action, and what ways you will keep them abreast of information)*	**Potential Barriers** *(What are the potential challenges you face? How will you overcome them?)*
Step 1:			**A.** **B.**		
Step 2:			**A.** **B.**		
Step 3:			**A.** **B.**		
Step 4:			**A.** **B.**		
Step 5:			**A.** **B.**		